

APPENDIX K

ADP POSITION CATEGORIES
AND
CRITERIA FOR DESIGNATING POSITIONS

OMB Circular A-71 (and Transmittal Memo #1), July 1978 OMB Circular A-130, December 12, 1985, and FPM Letter 732, November 14, 1978 contain the criteria for designating positions under the existing categories used in the personnel security program for Federal civilian employees as well as the criteria for " designating ADP and ADP related positions. This policy is outlined below:

ADP POSITION CATEGORIES

1. Critical-Sensitive Positions.

ADP-I positions. Those positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and **software**; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain.

2. Noncritical-Sensitive Positions.

ADP-II positions. Those positions in which the incumbent is responsible for the-direction, planning, design, operation, or maintenance **of** a computer system, and whose work is technically reviewed by a higher authority of the **ADP-I** category to insure the integrity of the system.

3. Nonsensitive Positions

ADP-III positions. All other positions involved in computer activities.

In establishing the categories **of** positions, other factors may enter into the determination, permitting placement in higher or lower categories based on the agency's judgement as to the unique characteristics of the system or the safeguards protecting the system.

CRITERIA FOR DESIGNATING POSITIONS

Three categories have been established for designating computer and computer-related positions -- **ADP-I**, **ADP-II**, and **ADP-III**. Specific criteria for assigning positions to one of these categories is as follows:

CategoryCriteria**ADP-I**

Responsibility or the development and administration of agency computer security programs, and **also** including direction and control of risk analysis and/or threat assessment.

DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM

CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE

Under Secretary of Defense
for Policy

CHANGE NO.1

DoD 5200.2-R
February 12, 1990

PERSONNEL SECURITY PROGRAM figUration

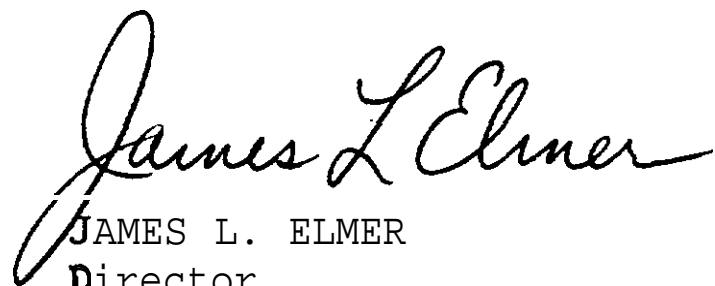
The following pen change "to DoD 5200 .2-R, "Personnel Security Program Regulation, " January 1987, is authorized:

PEN CHANGE

Page III-8, section 3-402. Delete in its entirety.

EFFECTIVE DATE

The above change is effective immediately.



JAMES L. ELMER
Director
Correspondence and Directives

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

CategoryCriteria

Significant involvement in life-critical or mission-critical systems.

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Responsibility for the preparation or approval of data for input into a system which does not necessarily involve personal access to the system, but with relatively high **risk for effecting grave damage or realizing significant personal gain.**

Relatively **high** risk assignments associated with or directly involving the accounting, disbursement, or authorization for disbursement from systems of **(1) dollar** amounts of \$10 million per year or greater, or (2) lesser amounts **if the** activities of the individual are not subject to technical review by higher authority in the ADP-I category to insure the integrity of the system.

Positions involving major responsibility for the direction planning, design, testing, maintenance, operation, monitoring, and/or management of systems hardware and software.

Other positions as designated by the agency head that involve relatively high risk for effecting grave damage or realizing significant personal gain.

ADP-II

Responsibility for systems design, operation, testing, maintenance, and/or monitoring that is carried out under technical **review of** higher authority in the **ADP-I** category, includes, but is not limited to:

(1) **access to** and/or processing of proprietary data, information requiring protection under the Privacy Act of 1974, and Government-developed privileged information involving the award of contracts;

(2) accounting, disbursement, or authorization for disbursement from systems of **dollar** amounts less than \$10 million per year. Other positions are designated by the agency head that involve a degree of access to a system that creates a **significant** potential for damage **or** personal gain less than that in **ADP-I** positions.

ADP-III

All other positions involved in Federal computer activities.